



WE ARE HIRING!

STUDENT INTERN POSITION FOR SUMMER!
RATE OF PAY: \$19.94/HR

Ontario County Workforce Development is currently seeking applicants to fill a Student Intern vacancy.

MINIMUM QUALIFICATIONS:

The Ontario County Workforce Development Office is looking for a student who has completed one (1) year of college study from a college or university with a major in business, engineering, finance, marketing, planning, public administration, human resources, nursing, criminal justice, statistics, or a closely related field AND must be currently enrolled full-time in an accredited college degree program at time of application.

DUTIES INCLUDED BUT NOT LIMITED TO:

- Assist in the Ontario County Summer Youth Employment Program.
- Review paper applications and documentation.
- Co-facilitate job readiness workshops.
- Hands on assistance with hiring paperwork.
- Recruitment events to attract both youth and worksites.
- Time sheet calculation.
- Co-chaperoning business field trips.
- Data entry for end of program reports.
- Other clerical and support duties for other employment programs.

To apply visit: <https://ontario-portal.mycivilservice.com/jobopps>